

TITLE: CO-CURRICULAR RECORD

POLICY STATEMENT:

Learners engage in a variety of activities that occur outside of regular course work which contributes to the overall educational experience and supports the effectiveness of Red Deer College and the people and communities served. As such these activities, upon approval, are recognized on the official transcript.

PURPOSE:

To encourage, recognize and document voluntary non-academic educational experiences of learners in credit, apprenticeship, academic upgrading and transitional vocational programs. To provide guidelines on validating and approving co-curricular activities.

SCOPE:

The policy applies to all learners, faculty and administrators.

PRINCIPLES:

1. Policies at RDC:
 - 1.1. Treat all persons fairly and respectfully.
 - 1.2. Are non-discriminatory and non-intrusive.
 - 1.3. Incorporate open, honest and timely communication.
 - 1.4. Are made in a timely manner.
 - 1.5. Provide appropriate confidentiality and privacy.
 - 1.6. Provide appropriate access to the College and education.
 - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
 - 1.8. Operate with clear written expectations for conduct and handling of complaints.
 - 1.9. Meet all regulatory standards.
 - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
 - 1.11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS:

Categories: Describe the type of co-curricular activity used in the notation on the official transcript. Categories include:

- Academic Governance
- Athletics
- Campus Recreation
- College clubs and associations
- College and Community committees

- Conference Presentations
- Publications
- Residence Life
- Special Events
- Student Ambassador
- Student Governance
- Student Life
- Student Clubs, Societies and teams (Program related)

Co-curricular Outcomes: Outcomes achieved as a result of participation in co-curricular activities which are aligned with the RDC Board of Governors' Ends and the Learning Philosophy of RDC. Outcomes include:

- Adaptability
- Application of Skills
- Creativity and Innovation
- Community Service
- Cultural and Global Awareness
- Health and Wellness
- Inquiry and Exploration
- Leadership
- Intellectual Growth
- Professional Development
- Social Responsibility

Co-curricular Activities: Activities that occur outside of regular credit course work and contribute to the experience of the learner.

Co-curricular Record: A notation added to the official transcript of grades indicating participation in an approved categorized co-curricular activity that is linked to outcomes.

GUIDELINES:

1. Co-curricular activities contribute to the learner's overall educational achievement of the RDC Board of Governors' Ends.
2. Co-curricular activities require 20 hours or more of commitment within the current academic year and must be associated with Red Deer College.
3. Work or practicum experiences that are part of the academic program and are assigned academic credit are not co-curricular activities.
4. Learners may be paid during a co-curricular activity if the function of the paid position is focused on recruiting, engaging and/or retaining learners at RDC. (E.g. Residence Assistants and Campus Recreation Leaders)
5. No academic credit is assigned to co-curricular activities.

PROCEDURE:

1. The learner will apply for recognition of co-curricular activities through the Office of the Registrar.
2. Faculty may submit an application to nominate a learner to recognize co-curricular activities through the Office of the Registrar.

3. The Registrar will forward the completed application to the appropriate Associate Dean, Executive Director, Director, Manager, Supervisor, Students' Association Executive Director or Faculty member for verification and approval of the application.
4. The Registrar, in consultation with Associate Deans, Directors, Managers and/or Faculty will recommend the addition of new categories and outcomes to the co-curricular record.
5. The Registrar will note approved co-curricular activities on the learner's official transcript.

OFFICER RESPONSIBLE: Chair, Academic Council

POLICY CATEGORY: Academic Policy

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Vice President Academic, Associate Vice President Academic, Director of Student Services, Deans' Council, School Council, Office of the Registrar, Faculty Association of Red Deer College and the Students' Association of Red Deer College

POLICY REVIEW DATE: July 2022

EFFECTIVE DATE: July 1, 2017

REVISION HISTORY: New Policy

RELATED POLICIES:

- [Assignment of Academic and Billing Credits to Courses](#)
- [Assessment and Grading](#)
- [Graduation, Certification and Completion](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.